

REQUEST FOR BIDS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

"Request for Proposals for Sumter County Building Inspection Services for Non-Residential Structures"

Bid information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Procurement Coordinator
Mailing Address: 7375 Powell Road, Suite 206
Wildwood, FL 34785
E-mail: Amanda.taylor@sumter-countyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFP shall be, May 19, 2011 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 10:00 a.m. on May 31, 2011 to the address listed above. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: "RFP 008-0-2011 for Sumter County Building Inspection Services for Non-Residential Structures". Sealed Bids must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 10:05 a.m. on May 31, 2011 in Room 102 of The Villages Sumter County Service Center, Wildwood, FL 34785.

BOARD OF SUMTER COUNTY
COMMISSIONERS
SUMTER COUNTY, FLORIDA
#305148 April 29, 2011

RFP 008-0-2011/AT Sumter County Building Inspection Services for Non-Residential Structures

The Mandatory Pre-Bid meeting was held on 5-16-2011 at 10:00am in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Brad Cornelius and Lee Hartman were present representing the Selection Committee.

Amanda Taylor was present representing county staff.

Amanda stated that because this meeting is mandatory everyone needed to make sure they signed in. If they did not sign in and their company submitted a proposal, that proposal would be rejected. She reviewed the dates as provided on Page #2 of the RFP bid document. Amanda stated that within the RFP, in several places, it states bidders are not to attempt to contact staff or any Selection Committee member other than her for questions relating to this RFP. If they do contact anyone else, it is grounds for being disqualified. Amanda stated SBCCI and PDCS currently have contracts with Sumter County. She clarified that both SBCCI and PDCS are allowed to discuss those contracts with county staff, if necessary, but nothing regarding this RFP is to be discussed with any persons other than her. Everyone in attendance acknowledged in agreement that they understood the guidelines given.

Amanda then turned the meeting over to Brad.

Brad gave a quick overview of the RFP as follows: SBCCI has a contract with Sumter County that expires 2014, their work is for inspection services within the DRI for The Villages, PDCS has a contract with Sumter County on an annual basis, they inspect construction outside of The Villages DRI and assist with plan review if needed, current county staff is 4 inspectors and 1 chief inspector, county staff will handle residential construction outside of The Villages, renovations inside The Villages, and code enforcement county wide, the new company will report to Lee Hartman and/or Bob Kegan, no commercial inspections will be done by county staff once this RFP contract is in place, the county currently has inter-local agreements with the City of Webster, Center Hill, and Wildwood, and the county is looking for the terms of this contract to be well defined.

Amanda opened the floor for questions from the attendees.

Question #1 – Regarding Form 5 within the RFP and what information should go in the Estimated Project Work regarding cost. Brad stated their rates and/or YTD payments received per each project.

Question #2 – Regarding the fees for the RFP, Page #8. Brad stated an addendum would need to be created and posted on Demand Star clarifying that the proposed fee should be on a per inspection basis and on an hourly plus expenses basis when submitting their responses.

The meeting adjourned at 10:22am.

RFP 008-0-2011/AT Building Inspection Services for Non-residential Structures – Bid Opening Meeting Minutes from May 31, 2011.

The bid opening took place at 10:05am on May 31, 2011 in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Art Bisner, Bob Kegan and Brad Cornelius were present to represent county staff.

Art stated the Selection Committee will meet on June 6, 2011 at 10:00am in Room 102. They have the option to hold vendor presentations. If they do so, vendor presentations will be held on June 10, 2011 starting at 10:00am in Room 102. The Selection Committee's recommendation to the Sumter County Board of County Commissioners will be made on June 28, 2011 with contract negotiations beginning on June 29, 2011. Art stated until award was made the primary contact for this RFP will be Amanda Taylor.

Art stated one addendum was to be acknowledged with one original, three copies and one electronic version required in each packet.

Art stated five bids were received on time and opened in no particular order as follows:

1. Sunshine Building Code Compliance Inspections, Inc. (SBCCI) – all copies were included, the addendum was acknowledged, \$25.00 per inspection, \$75.00 hourly rate with \$75.00 hourly consultation fee.
2. PDCS – all copies were included, the addendum was acknowledged, \$41.00 per inspection, \$150.00 Off-hour Fee (First Hour), \$100.00 Off-Hour Fee (after first hour), \$61.50 hourly rate, \$150.00 Off-hour Fee (First Hour), \$100.00 Off-Hour Fee (after first hour).
3. M.T. Causley, Inc. - all copies were included, the addendum was acknowledged, \$65.00 per inspection, \$100.00 Off-hour per inspection fee, \$58.00 hourly rate with 8 hour minimum, \$87.00 Off-Hour Fee with 8 hour minimum, \$60 hourly rate with 2 hour minimum, \$90.00 Off-hour Fee with 2 hour minimum.
4. Biller Reinhart Structural Group, Inc. – all copies were included, the addendum was acknowledged. No per inspection fee was quoted. Hourly fees are as follows: Threshold Special Inspector - \$120.00; Threshold Special Inspector Authorized Representative - \$90.00; Structural CADD Technician - \$85.00; Administration - \$55.00. Reimbursable Expenses were included as part of the proposal.
5. Quorum Services – all copies were included, the addendum was acknowledged, \$50.00 per inspection, \$49.00 hourly Fee, \$73.50 Multi-Trade Inspector.

The meeting adjourned at 10:22am.

RFP 008-0-2011/AT Sumter County Building Inspection Services for Non-Residential Structures
– Selection Committee meeting held on June 6, 2011.

The meeting started at 10:00am in Room 102 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Brad Cornelius, Bob Kegan, and Lee Hartman were present to represent the Selection Committee.

Amanda Taylor was present to represent county staff.

Amanda stated Vendor Presentations and a final Selection Committee meeting was scheduled for June 10, 2011 at 10:00am. The Selection Committee's recommendation to enter into Contract Negotiations will go to the Sumter County Board of County Commissioners on June 28, 2011. Amanda stated until award for contract negotiations is given by the Board she will remain the primary contact.

Amanda then turned the meeting over to the Selection Committee.

Brad stated he would like to interview the top three scoring firms. The Selection Committee agreed and discussed all proposing firms. The Selection Committee then turned in their score sheets.

Scores are as follows:

COMPANY	Bob's Totals	Brad's Totals	Lee's Totals	GRAND TOTAL
<u>Biller Reinhardt</u>	82	55	70	207
<u>MT Causley</u>	88	61	80	229
<u>PDCS</u>	91	80	95	266
<u>Quorum</u>	91	77	90	258
<u>SBCCI</u>	82	75	85	242

*score sheets are attached

The Selection Committee agreed to hold presentations with PDCS, Quorum, and SBCCI. The Selection Committee agreed presentations and question/answer session would be a total of 30 minutes each. The Selection Committee stated it was up to the company on what they wanted their presentation to demonstrate. The Selection Committee wants the three vendors to be prepared to answer the following questions after their presentation: 1. Who are the personnel that will be working on this contract, where are they coming from, what certificates they hold, and how many of them are fully certified for commercial. 2. What is the equipment they will supply to their staff under this contract? 3. What approach they will provide for the non-residential services. 4. Does the company prefer a per inspection or hourly rate. 5. Discuss the management of their current workload with the additional workload if awarded this contract.

The vendors should be prepared for other questions as they arise during their presentation time.

The meeting adjourned at 10:30am.

Bob R.

Score Sheet RFP #008-0-2011/AT - Building Inspection Services for Non-Residential

	Firm	Company Description (10 points)	Local Experience (40 points)	Project Approach (40 points)	Minority Business (5 points)	Other Benefits (5 points)	Total
1.	BillerReinhart	10	32	37	-	3	82
2.	MT Causley	9	37	38	-	4	88
3	PDCS	9	38	39	-	5	91
4	Quorum	9	39	39	-	4	91
5	SBCCI	5	40	33	-	4	82

- ① I don't believe they are set up to provide services for our needs (large Engineering firm).
The school board costs are not indicative to our types of inspections.
2. MT Causley's fees are high for the economy and members of their staff
has had previous legal litigation with sumter. Fees are high.
3. This company stands out in experience, project approach and financial.
This company has a good track record.
4. This company has experience, project approach and financial sound.
The company's CEO does not perform inspections. The management of the
company has excellent reviews. The inspection staff is qualified
to service our needs. The fees are indicative to sumter county fees schedule.
5. This company lacks experience, project approach and financial stability is questionable.
This company lacks the management skills for growth. The staffing requirements
are minimal. This company has performed local residential and commercial
inspections to Sumter County's satisfaction.

Bruce Cornelius

Score Sheet RFP #008-0-2011/AT - Building Inspection Services for Non-Residential

Firm	Company Description (10 points)	Local Experience (40 points)	Project Approach (40 points)	Minority Business (5 points)	Other Benefits (5 points)	Total
BillerReinhart	5	25	25	0	0	55
MT Causley	6	30	25	0	0	61
PDCS	7	35	35	0	3	80
Quorum	7	35	35	0	0	77
SBCCI	7	30	35	0	3	75

6.50/41
48-75/50
75/25

Lee #1

Score Sheet RFP #008-0-2011/AT - Building Inspection Services for Non-Residential

Firm	Company Description (10 points)	Local Experience (40 points)	Project Approach (40 points)	Minority Business (5 points)	Other Benefits (5 points)	Total
BillerReinhart	10	30	30	0	0	70
MT Causley	10	40	30	0	0	80
PDCS	10	40	40	0	5	95
Quorum	10	40	40	0	0	90
SBCCI	10	40	30	0	5	85

RFP 008-0-2011/AT Sumter County Building Inspection for Non-Residential Structures – Vendor Presentations and Selection Meeting held on June 10, 2011.

The meeting began at 10:00am in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Brad Cornelius, Bob Kegan, and Lee Hartman were present to represent the Selection Committee.

Amanda Taylor was present to represent county staff.

Amanda stated the Selection Committee's recommendation would be taken to the Sumter County Board of County Commissioners on June 28, 2011.

Amanda then turned the meeting over to the Selection Committee.

SBCCI was the first company to present. They began at 10:06am and ended at 10:36am. Brian Rusu presented to the Committee. He provided the Selection Committee with a copy of his presentation. Brian stated he would prefer to use the per inspection fee, that he was in the process of adding two additional staff that were fully commercial certified but because they were not on payroll he did not list them in the presentation. The Committee asked Brian to expand on his experience outside of The Villages in relation to inspections. Brian stated when he worked for the Sumter County Building Department he performed several inspections on the South end of the county.

Quorum was the second company to present. They began at 10:41am and ended at 11:11am. Shaun and Tony presented to the Committee. They provided the Selection Committee with a copy of their presentation. Shaun stated they prefer the per inspection fee, they will use whatever approach and software the County prefers, they have staff on hand and on-call if needed, and he encouraged the Committee to call their references. The Committee asked Shaun to explain what agencies they were no longer doing business with and why. Shaun stated because of the decrease in construction due to the economy they had to leave some agencies because they were no longer profitable.

PDCS was the third and final company to present. They began at 11:22am and ended at 11:42am. Paul and Michael presented to the Committee. They provided the Selection Committee with a copy of their presentation. Paul stated they prefer the per inspection fee, they were willing to re-negotiate their current contract fee, they have six fully certified commercial employees as well as floating staff if needed, they understand Sumter County's system, they have a great working relationship with Sumter County now, they have experience in several counties outside of The Villages, and they will provide whatever equipment is necessary to provide this service. The Committee had no questions for PDCS.

The Selection Committee took a fifteen minute break.

The Selection Committee reconvened at 11:57am. They discussed and compared key factors of each company. They covered the amount of fully certified commercial staff currently employed

with each company, experience inside and outside of The Villages and Sumter County, and the fees. The Selection Committee then scored as follows:

COMPANY	Bob Kegan	Lee Hartman	Brad Cornelius	TOTALS
SBCCI	79	79	65	223
Quorum	87	80	62	229
PDCS	89	94	76	259

*Score sheets are attached.

The Committee agreed to recommend to award and enter into contract negotiations with PDCS to the Sumter County Board of County Commissioners on June 28, 2011.

The meeting adjourned at 12:20pm.

Robert Kegan - 6-10-11

Interview Scoring Sheet - RFP 008-0-2011/AT

Firms	Company Description (Max 10 Points)	Experience (Max 40 Points)	Approach (Max 40 Points)	MBE (Max 5 Points)	Other Benefits (Max 5 Points)	Total
SBCCI	5	30	40	-	4	79
Quorum	8	35	40		4	87
PDCS	8	36	40		5	89

LEE HARTMAN 5/10/11

Interview Scoring Sheet - RFP 008-0-2011/AT

Firms	Company Description (Max 10 Points)	Experience (Max 40 Points)	Approach (Max 40 Points)	MBE (Max 5 Points)	Other Benefits (Max 5 Points)	Total
SBCCI	10	30	35	0	4	79
Quorum	10	35	35	0	0	80
PDCS	10	40	40	0	4	94

Brad Cornelius 6/10/11

Interview Scoring Sheet - RFP 008-0-2011/AT

Firms	Company Description (Max 10 Points)	Experience (Max 40 Points)	Approach (Max 40 Points)	MBE (Max 5 Points)	Other Benefits (Max 5 Points)	Total
SBCCI	7	25	30	0	3	65
Quorum	7	30	25	0	0	62
PDCS	7	35	30	0	4	76